



## How to connect your email accounts



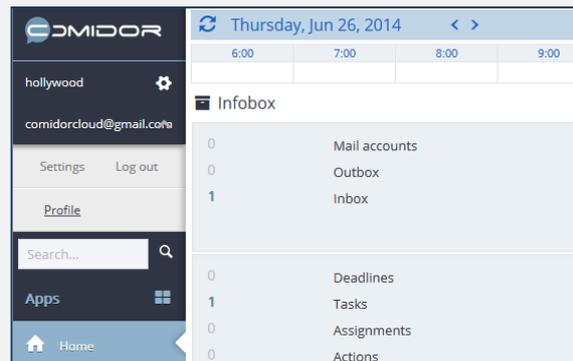
# How to connect your email accounts?

With Comidor you can manage all your email accounts. Connect as many accounts as you want and start sending and receiving emails through Comidor.

Let's see how you can connect your emails.

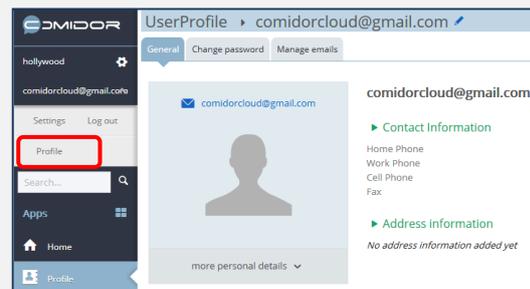
1

Click your name on the left bar menu and then click **"Profile"**.



2

Now you can see your personal profile in Comidor. Click on the **"Manage emails"** tab.



3

This is the form you must complete, in order to connect your email. **Type your email and your password.**

When you enter the email, the POP3 and SMTP fields are automatically completed. This happens only if the email you enter is hotmail, yahoo or gmail. In any other case you have to **complete these fields manually.**

A screenshot of the 'New e-mail' configuration form. The 'E-Mail' field is filled with 'comidorcloud@gmail.com'. The 'POP3 Host' is 'pop.gmail.com', 'POP3 Port' is '995', 'SMTP Host' is 'smtp.gmail.com', and 'SMTP Port' is '587'. There are checkboxes for 'Private', 'Default account', and 'TLS Required'. A 'Test connection' button is at the bottom. On the right, there is a section for 'Common mail clients configuration' with links for Hotmail, Yahoo, and Gmail.

**IMPORTANT:** Contact your email provider to give you the **correct** POP3 Host, POP3 Port, SMTP Host and SMTP Port. These fields **are really important** and must be completed with the correct data. Otherwise you won't be able to send or receive emails.

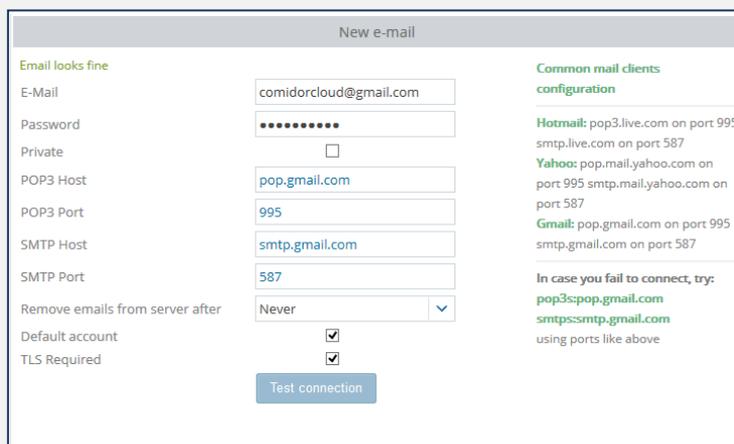
4

Complete the rest of the fields:

**Private:** Every business account (vendor, partners etc) in Comidor can be connected with an email address. Comidor gives you the ability to monitor the communication history with this email and view all the emails exchanged with any Comidor user. Check this box if you don't want your emails be visible to other users.

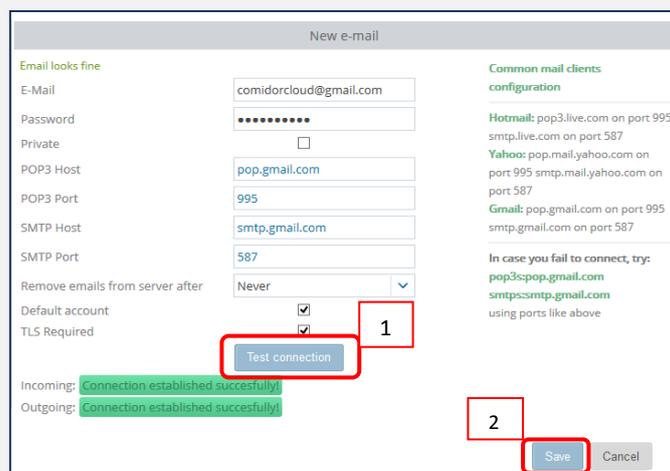
**Remove emails from server after:** choose after how much time you want your emails to be removed from the server.

**Default account:** Choose which email you want to be the default when you create a new email.



5

Click the **“Test connection”** button in order to test that everything works fine. **If the entered data are not valid, the connection test might take a long time.** If the connection fails, an appropriate message will inform you.

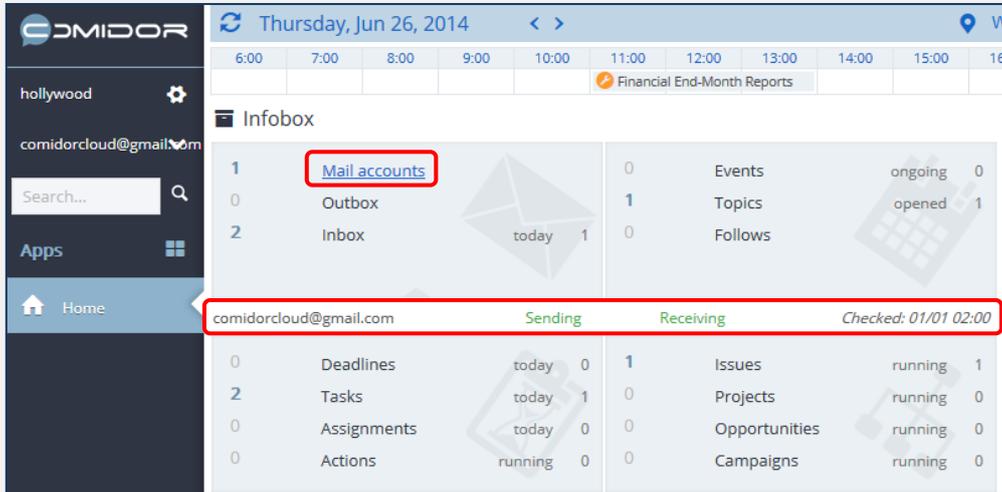


7

When the connection is established successfully click the **“Save”** button. A confirmation pop-up message appears.

7

Return to your home screen. In your infobox, click the “**Mail accounts**” option. The email you connect appears with sending and receiving status.





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offering plenty integrated solutions that help  
enterprises to run more efficiently!

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